Summer Student Employment Information

1. You **must be** a Messiah College student for the **Fall 2009**.

2. Summer work **dates** are: **May 10** to **August 29**.

3. There are 16 weeks in the summer:
   - **Work - 14 weeks**
   - **Unpaid Vacation - 2 weeks**

4. **Speak to the supervisor of the area where you are interested in working.** The department supervisor will select the students who are to be hired.

5. If you get a summer job on-campus you might also need to **complete an I-9 form in the Payroll Office.** The I-9 form must be completed upon initial hire and only needs completed again if the student has not worked at the College for more than 12 consecutive months. The I-9 may also need updated in the event of the expiration of certain verification documents. You will need forms of identification in order to complete the I-9: The drivers license **or** MC ID card, **and** social security card **or** birth certificate, **or** passport are the most common.

6. If you are working on-campus **full-time (40 hours per week)** and living on-campus for the summer, you will receive full room and board as part of your compensation.

   **Reminder:**
   If you are living on campus, the value of your board ($105 per week) will be added to your pay as non-cash taxable compensation. **This is an IRS regulation and Messiah College cannot make any change to this procedure.** This means that you will be paying taxes on the benefit of board, unless you work in a job that is exempt from this regulation. The only jobs that are exempt are:
   - Conference Services Assistants
   - Resident Assistants

   For IRS purposes, the board benefit for these jobs is tax exempt since students are required to live on campus for these positions.

   As in the past, students who work on campus during the summer and choose to live off campus will receive an extra $1.00 per hour in addition to their regular rate.

7. If you are planning to **live on-campus** for the summer, you will have to **sign up for summer housing in the Residence Education Office.**